

**California Department of Transportation (Caltrans)**  
**Public Participation Inventory**  
**June 30, 2001**

Divisions/Functional Units	Type of Public Participation
Public Affairs	<ul style="list-style-type: none"> <li>• <u>Public Notification/Information</u>: Public notices, press releases, advertisements, map display, media relations, media requests, public info office onsite, web sites, surveys, phone information line, joint press releases, flyers, newsletter, fairs, and project fact sheets.</li> <li>• <u>Public Participation Techniques</u>: Public hearings, public information meetings, presentations, expositions, tours, emergency meetings, public advisory committee, public phone inquiries, district functional units, public awareness campaigns, “bring a child to work,” public comment, open houses, and district task forces.</li> </ul>
Planning and Modal Programs	<ul style="list-style-type: none"> <li>• <u>Public Notification/Information</u>: Map displays, newspaper public notices, display advertisement, media releases, public service announcements, mail-out notices, surveys, newsletters, questionnaires, handouts, flyers, web sites/internet, individual mail-outs, mailing lists, disseminate minutes of meetings, hotlines, public exhibits, and brochures.</li> <li>• <u>Public Participation Techniques</u>: Public information workshops, open houses, formal public hearings, formal presentations, corridor-study presentations, comment cards, project development team (PDT) meetings, citizen advisory committee, “traffic summits,” monthly informational meetings, internal meetings and presentations, focus group meetings, community meetings, stakeholder interviews, and formal/informal meetings.</li> </ul>
Local Assistance	<ul style="list-style-type: none"> <li>• <u>Public Notification/Information</u>: Outreach efforts, web site and brochures.</li> <li>• <u>Public Participation Techniques</u>: Phone inquiries, e-mail inquiries, written inquiries, workshops, public advisory committees, presentations, and solicitation of applications for program elements (i.e., Safe Routes to Schools).</li> </ul>
Project Development	<ul style="list-style-type: none"> <li>• <u>Public Notification/ Information</u>: Outreach efforts, map displays, media releases, individual mail-outs notices, newsletters, questionnaires, handouts, informational flyers, community bulletin boards, carnival booths, displays, and videos.</li> <li>• <u>Public Participation Techniques</u>: Informational meetings, public hearings, workshops, presentations, citizens advisory committees, advisory group meetings, comment cards, one-on-one discussions after meetings, phone inquiries, written inquiries, PDT meetings, public advisory committee, offer free food (i.e., “cookies”), and question-and-answer sessions.</li> </ul>

Design	<ul style="list-style-type: none"> <li>• <u>Public Notification/Information</u>: Newspaper public notices, display advertisement public notices, targeted mailings, media releases, radio, television, public service announcements, brochures, mail-out notices, community bulletin boards, carnival booths, handouts/flyers, surveys, map display, project sites online, project posters, videotape, internet, and public exhibits.</li> <li>• <u>Public Participation Techniques</u>: Public hearings, workshops, presentations, citizens advisory committee, early meetings with neighborhood groups and local agencies, comment cards, one-on-one discussions after meetings, advisory group meetings, stakeholder interviews, formal/informal meetings, open houses, public on PDTs, targeted meetings, continuous neighborhood meetings, and public progress meetings.</li> </ul>
Environmental	<ul style="list-style-type: none"> <li>• <u>Public Notification/Information</u>: Newspaper, public notices, outreach efforts, advertisement, public service announcements, bilingual boards and notices, mail-out notices, surveys, target audience mailings, newsletters, questionnaires, handouts/flyers, web sites, map displays, letters, and telephone.</li> <li>• <u>Public Participation Techniques</u>: Public hearings, citizens advisory committees, provide technical information, town hall meetings, public workshops, open houses, public advisory group activities, focus group presentations, scoping meetings, public meetings with co-agency (i.e., regional water quality control board, Coastal Commission, etc.), neighborhood meetings, community meetings, soliciting inputs from underserved, forms assistance, letters, telephone, and press conferences.</li> </ul>
Traffic Operations	<ul style="list-style-type: none"> <li>• <u>Public Notification/Information</u>: Newsletters, newspaper notice, display advertisement notice, radio, television, public service announcements, handouts, flyers, map displays, and traveler information systems,</li> <li>• <u>Public Participation Techniques</u>: Workshops, presentations, citizens advisory committees, question-and-answer sessions, and PowerPoint presentations.</li> </ul>
Right-of-Way	<ul style="list-style-type: none"> <li>• <u>Public Notification/Information</u>: Newspaper, public notices, advertisements, public service announcements, map displays, mail-out notices, hand-delivered notices, newsletters, questionnaires, surveys, handouts, flyers, web sites, advertisements, attend annual Civic Day, media releases, public exhibits, and brochures.</li> <li>• <u>Public Participation Techniques</u>: Project development phase workshops (as early as possible), meetings (with underserved and with property owners), PDT meetings, pre-construction meetings, phone inquiries, legal office contacts, public hearings, R/W hearings, public comments, stakeholder interviews, formal/informal meetings, open houses, presentations, progress meetings, open houses, and community feedback (after implementation).</li> </ul>

Construction	<ul style="list-style-type: none"> <li>• <u>Public Notification/Information</u>: Handouts, flyers, newspaper public notices, map displays, radio, television, newsletters, public service announcements, mail-out notices, weekly progress reports, postings at post office, project displays, targeted groups, public awareness consultant (for major reconstruction projects), property owner notifications, changeable message signs (CMS), media releases, phone calls, letters, bulletins, and web site.</li> <li>• <u>Public Participation Techniques</u>: PowerPoint presentations, pre-project meetings, public meetings, public hearing, workshops (6 mos. and 3 mos. before construction), citizen advisory committees, door-to-door surveys, and public contacts in work place.</li> </ul>
Maintenance	<ul style="list-style-type: none"> <li>• <u>Public Notification/Information</u>: Media release, art fairs, neighborhood cleanups, graffiti abatement, pre-job scope of work, internet, 1-800 telephone number, phone calls, letters, bulletins, web site, signs (CMS, early message signs, post advisory signs), work-site communication, notification of work, and posting weekly schedule.</li> <li>• <u>Public Participation Techniques</u>: Presentations, local community development groups, adopt-a-highway, safety meetings, public information meetings, and question-and-answer sessions.</li> </ul>
New Technology and Research	<ul style="list-style-type: none"> <li>• <u>Public Notification/Information</u>: Web sites, newsletters, handouts, brochures, map displays, videos, CDs, exhibits and presentations at fairs, conventions, conferences and summits, tours, newspaper and mail-out public notices, written and telephone contact, dissemination of minutes and reports, display advertisement, media releases, public service announcements, mail-out notices, hotlines, publications, surveys, and questionnaires.</li> <li>• <u>Public Participation Techniques</u>: Web sites/outreach with feedback mechanisms, workshops, public informational workshops, question-and-answer sessions, advisory and steering committees, stakeholder contact and interviews, partnership activities, telephone and e-mail inquiries, formal and informal public meetings, open houses, comment cards, focus groups, and public contacts.</li> </ul>
Department-wide	<ul style="list-style-type: none"> <li>• <u>Public Notification/Information</u>: Web site, journal, newsletter, brochures, surveys, press releases, television, and radio.</li> <li>• <u>Public Participation Techniques</u>: Departmental Transportation Advisory Committee, Alternative Transportation and Livable Communities Group, Steering Committee for Context Sensitive Solutions, Planning/Traffic Operations/Design Working Group, statewide conference co-sponsorships, workshops, salons, phone inquiries, e-mail inquiries, and web site "Contact Us."</li> </ul>